



City of Tigard Memorandum

To: Mayor and Council

From: Dana Bennett, Human Resources Director

Re: City Manager's Performance Evaluation

Date: November 26, 2014

Enclosed are the three evaluation documents for the City Manager's upcoming performance review discussed in Study Session on November 25, 2014. One is the Employee Input Form which will be completed and sent to each of you by Tuesday December 2, 2014. The second document is the Council/Staff Evaluation Form which Council selected for use in this year's evaluation, in addition to the hard copy attached here; an electronic copy of this form will be sent each of you via email. This form will also be sent to internal staff for input, per the discussion last evening. The third document is the finalized External Partners Evaluation Questions, which will be sent out to the external partners list that was developed last evening. As was the process last year, all feedback will be sent directly to me and I will compile it into two evaluations, one from the combined feedback of Council and a second one from the combined feedback from staff and external partners. All comments will be included in the evaluation form in a manner that maintains the confidentiality of the reviewer.

I am scheduled to be at the December 9, 2014 meeting in order to take any public input regarding the criteria and/or process that will be used to conduct the annual performance review for the City Manager.

I would appreciate having completed evaluations returned to me by December 29, 2014, in order to be able to compile the final two evaluation forms. Additionally, I will complete an internal and external alignment review for Council to consider during the January performance evaluation meeting scheduled for January 13, 2015.

I would be happy to provide the Council with any other information that you may need. Please let me know if there are any questions that I can answer for you.

Thanks